



**TWO
RIVERS**
WISCONSIN

FIRE DEPARTMENT

2122 Monroe Street
Two Rivers, WI 54241



April 30, 2024

Dear Candidate,

Thank you for your interest in a Full-Time or Paid-on-Premise position with the City of Two Rivers Fire Department. The Two Rivers Fire Department will be establishing an eligibility list to fill future open positions.

Please read all information in the attached packet thoroughly. Included is the City of Two Rivers Employment Application, Release, and Position Description.

Return the City of Two Rivers Application for Employment, Release, along with Resume and supporting documentation on your behalf to the City of Two Rivers Fire Department.

Applications need to be returned to the Two Rivers Fire Department or emailed to DavidMur@two-rivers.org by May 30th, 2024 at 5:00 PM Central Time.

If you have any questions concerning this process, please call the City of Two Rivers Fire Department at 920-793-5521.

Sincerely,

David Murack
Fire Chief



www.two-rivers.org/fire



920.793.5521





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FIRE DEPARTMENT

2122 Monroe Street
Two Rivers, WI 54241



Release

In consideration of being considered for employment with the City of Two Rivers, Wisconsin, I _____, voluntarily and knowingly execute this release with the express intention of extinguishing obligations as herein set forth.

I expressly release and discharge the City of Two Rivers, Wisconsin, and its agents from all claims and causes of action that I have ever had, now have, or may have in the future, known or unknown, or that any person claiming through me may have or claim to have against the City of Two Rivers, Wisconsin, created by arising out of any job application test, physical test, reference checks, or any other job application requirement.

It is my intention that this release be binding on my spouse, on my heirs, legal representatives, and assigns, and that its coverage extend to the legal representatives and assigns of the City of Two Rivers, Wisconsin.

Dates this ____ day of _____ 2024.

(Applicant's Signature)

Designated City of Two Rivers, Wisconsin

By

Fire Chief



www.two-rivers.org/fire



920.793.5521



Paid on Premise Paramedic

City of Two Rivers Fire Department



The City of Two Rivers Fire Department is currently accepting applications to establish a list for the position of Paid on premise Paramedic. Candidates desired are dedicated and professional individuals who work well as part of a team providing public safety.

Minimum Qualifications:

- U.S. Citizen
- At least 18 years of age
- Valid Wisconsin Driver's License
- High school diploma or equivalent.
- Wisconsin Paramedic License or currently enrolled in a Wisconsin Paramedic Program

Successful applicants will be required to pass a skills assessment, oral interviews, NFPA 1582 medical/physical exam, and a background examination.

Application packets may be picked up in person at The City of Two Rivers Fire Station, 2122 Monroe Street, Two Rivers, Wisconsin or City Web Site at <https://www.two-rivers.org/jobs>

Please direct all questions pertaining to the application process or position salary/benefits to Chief David Murack. davmur@two-rivers.org or 920-793-5521

The deadline for submitting applications is May 30th, 2024 at 5:00PM Central Time

INFORMATION TO PART TIME FIRE FIGHTER/PARAMEDIC APPLICANTS

A hiring committee will select candidates for the creation of an eligibility list for the positions of Paid-on-Premise Paramedic and Paid-on-Call firefighter EMT/Paramedic. The Fire Chief will select candidates to fill open position from the eligibility list. The final selection is subject to approval of the Police and Fire Commission as recommended by the Fire Chief.

Enclosed are the following application materials:

1. Job Description
2. City Application with Applicant's Certification & Agreement (to be returned)
3. Release Form (to be returned)

The City Application and Release Form must be completed and returned to:

The City of Two Rivers Fire Department, 2122 Monroe Street, Two Rivers, WI 54241
Attention: Chief David Murack

Only those applicants who have completed and returned the required forms by the deadline will be considered for the oral interview step of the application process.

The deadline for submitting applications is May 30, 2024 at 5:00PM Central time

Paid on Premise- BENEFIT PACKAGE

Response Wages (Hourly)

- **Firefighter/EMT - \$19.00**
- **Paramedic - \$22.00**
- **Critical Care Paramedic - \$24.00**

POSITION DESCRIPTION

Class Title:	POC/POP	Job Code Number:	
Department:	Fire/EMS	Grade Number:	
Division:	Public Safety	Union:	None
Date:	11/23/2020	Location:	Fire Department

GENERAL PURPOSE:

- Protects life and property as part of a cohesive work unit or independently by performing firefighting, emergency aid, hazardous materials, and fire prevention duties. Maintains fire equipment, apparatus, and facilities. Emergency and non-emergency medical services
- POC-Paid on Call firefighter
- POP-Paid on Premise paramedic

SUPERVISION RECEIVED:

- Works under the direct supervision of full-time personnel.

SUPERVISION EXERCISED:

- None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- If you have Fire 1-Performs firefighting activities including laying hose and performing the fire combat, containment and extinguishing tasks.
- Emergency and Non-Emergency Emergency Medical Services
- Performs emergency aid and other assistance as required.
- Attends classes in firefighting, EMS and related subjects.
- Maintains required EMS licensure
- Operates radio and other communication equipment.
- Maintains Fire/EMS equipment, apparatus, and facilities. Performs minor repairs to department equipment.
- Successfully compete support vehicle and ambulance driver training in accordance to department standards.
- Performs general maintenance work in the upkeep of fire facilities and equipment; cleans and washes walls and floors; cares for the grounds around the station; makes minor repairs; washes, hangs, and dries hose; washes, cleans, polishes, maintains, and tests apparatus and equipment.

- Assists in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting, hazardous materials, and emergency aid activities.
- Assists in public service presentations and in the promotion of favorable public relations.
- Performs salvage operations such as throwing salvage covers, sweeping water, and removing debris.

TOOLS AND EQUIPMENT USED:

- Specialized firefighting and lifesaving equipment and tools including trucks, pumpers, aerial ladders, generators, smoke ejectors, breathing apparatus, hose lines and nozzles, axe, chisel, crowbar, saw, power tools, and radios.
- BLS, ALS and Critical Care EMS vehicles/equipment

PERIPHERAL DUTIES:

- Assists in supervising other paid on premise personnel as required.
- Assists in training as assigned.
- Assists in staffing needs as applicable.

MINIMUM QUALIFICATIONS:

Education and experience:

- High school diploma or GED equivalent
- No specific work level experience.
- Paid on Premise-Licensed as a Wisconsin Paramedic or enrolled in a Wisconsin Paramedic program
- Paid on call Firefighter- Wisconsin Fire 1 certification

Necessary Knowledge and Skills

- Working knowledge of driver safety.
- Ability to learn the operation of fire suppression and other emergency equipment; ability to learn to apply standard firefighting, emergency aid, hazardous materials, and fire prevention techniques; ability to perform strenuous or peak physical effort during emergency, training, or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke; ability to act effectively in emergency and stressful situations; ability to follow verbal and written instructions; ability to communicate effectively orally and in writing; ability to establish effective working relationships with employees, other agencies, and the general public; ability to meet the special requirements listed below

SPECIAL REQUIREMENTS:

- Must be 18 years or older at the time of employment.
- Must possess a valid Wisconsin Driver's License.
- Must be a U.S. citizen.
- Must be able to read and write the English language.
- Must be of good moral character and temperate and industrious habits.
- Fire 1 Cert and Critical Care will increase your hourly pay for paid on premise but not required

SELECTION GUIDELINES:

- Formal application, written examination, oral examinations, background verification and check, NFPA 1582 medical/physical examination, and final selection.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands and fingers, handle, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 140 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and the ability to focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near mechanical parts and in high precarious places and is occasionally exposed to wet and/or humid conditions, fumes or air borne particles, toxic or caustic chemicals, risk or electrical shock, and vibration.

The noise level in the work environment is usually moderate, except during fire fighting or other emergency activities when noise levels may be loud.

The duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval:



Fire Chief

Effective Date: 11/20/2020

Revision: 06/28/2011, 6/14/2013, 12/15/2016, 11/20/2020

History: 02/05/2005



**TWO
RIVERS**
WISCONSIN

**APPLICATION FOR EMPLOYMENT
CITY OF TWO RIVERS**

www.two-rivers.org

Thank you for applying for employment with the City of Two Rivers.

Complete the entire application, including signature and date, to ensure consideration. A resume may be attached but is not a replacement for the information requested in the application. The City of Two Rivers does not retain applications for future position vacancies. If at any time after this point you wish to be considered for employment with the City, please complete an application at that time. The City of Two Rivers is an Equal Opportunity employer and does not discriminate based on race, color, religion, national origin, creed, age, marital status, sex, sexual orientation, disability, or any other characteristic protected by State or Federal law. Completed applications should be submitted to **City of Two Rivers, Human Resources, P.O. Box 87, Two Rivers, WI 54241**, dropped off in person at **City of Two Rivers City Hall, 1717 E Park Street, Two Rivers, WI 54241** or electronically to HR@two-rivers.org.

Incomplete or illegible applications will not be considered.

POSITION INFORMATION

Position you are applying for:	Paid on Premise Paramedic or POC	Date:	
<input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Seasonal Hours <input type="checkbox"/> Limited Term/Temporary			

APPLICANT INFORMATION

Last Name		First		M.I.	
Street Address				Apartment/Unit #	
City				State	ZIP
Phone				E-mail Address	
Date Available			Desired Salary	Comments	
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for the City of Two Rivers?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?		
Are you related to anyone that is employed by the City of Two Rivers?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please state name and relationship (include in-laws):		
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:		
Have you ever been convicted of a misdemeanor crime of domestic violence?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:		
Are you prohibited by state or federal law from possessing a firearm?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:		
Do you possess a valid Wisconsin driver's license?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Driver's License Number:		
Do you possess a valid Wisconsin Commercial Driver's License?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Certifications:		
Have you ever been convicted of driving under the influence of alcohol or controlled substances?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:		

EDUCATION

High School		Address	
Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, have you passed a high school Equivalency or GED test? YES <input type="checkbox"/> NO <input type="checkbox"/>
College		Address	
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/> Degree
College		Address	
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/> Degree
Other		Address	
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/> Degree

SPECIAL SKILLS OR QUALIFICATIONS

Describe any special skills applicable to this position:

Describe any additional training and experience applicable to this position:

REFERENCES

Please list three professional references.

Full Name	Title
Organization	Phone
Relationship	
Full Name	Title
Organization	Phone
Relationship	
Full Name	Title
Organization	Phone
Relationship	

PREVIOUS EMPLOYMENT (PLEASE LIST MOST RECENT FIRST)

Employer				Phone		
Address				Supervisor		
Job Title				Starting Salary	\$	Ending Salary \$
Responsibilities						
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Employer				Phone		
Address				Supervisor		
Job Title				Starting Salary	\$	Ending Salary \$
Responsibilities						
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Employer				Phone		
Address				Supervisor		
Job Title				Starting Salary	\$	Ending Salary \$
Responsibilities						
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Employer				Phone		
Address				Supervisor		
Job Title				Starting Salary	\$	Ending Salary \$
Responsibilities						
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	

CERTIFICATION

I certify the answers given by me to the foregoing questions and any statements made by me are complete and true to the best of knowledge and belief. I understand that any false information, omissions, or misrepresentations of facts regarding information called for in this application may result in rejection of my application, or discharge at any time during my employment. I also agree that, if City policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment. I understand that if I am hired, my employment shall be "at-will" and that either the City or I can choose to terminate the employment relationship for any reason, or no reason at all, with or without notice.

AUTHORIZATION

I understand that background, drug, or medical testing may be conducted on me as part of the process to determine my fitness for employment, and hereby agree to submit to such testing. I authorize all persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities to release any information concerning my background or test results, and hereby release any said persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities from any liability for the damage whatsoever for issuing this information.

Signature:		Date:	
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OPTIONAL: CONFIDENTIALITY

Under Wisconsin State Statutes, the names of applicants must be revealed unless a request for confidentiality is received from the applicant. If you wish to keep your name confidential to the extent allowed by the Wisconsin Statutes, you need to sign the request below. Please understand that should you become a finalist for employment and a request is made, Wisconsin Statutes require us to release your name.

I request that my employment application and all related references and documents remain confidential to the extent allowed by Wisconsin Statutes since they would tend to reveal my identity.

Signature of Applicant: _____ Date: _____